



Clearing and Forwarding Agent

Course Information

2024 - 2025

Qualification Information

Occupational Qualification: Clearing and Forwarding Agent

Level	SAQA ID	Credits
NQF 5	96368	120

Entry Requirements:

- NQF Level 4 with Mathematical Literacy

Occupational Purpose

A clearing and forwarding agent carries out customs clearing procedures and ensures that insurance, export/import licenses and other formalities are in order to facilitate the movement of cargo internationally and locally and ensures compliance with current legislations.

Occupational Tasks:

- Forward cargo within the international logistics environment (NQF Level 5)
- Observe compliance with Statutory requirements within the international logistics environment (NQF Level 5)
- Conduct warehousing operations within the international logistics environment (NQF Level 5)
- Assist with distribution of cargo within the international logistics environment (NQF Level 5)

Assessments

- Formative assessment activities during the course of each module.
- Summative assessments at the end of each module
- An External Integrated Summative Assessment (EISA) at the end of the qualification.

NB: Access to the EISA is dependent on the successful of all qualification deliverables and formative and summative assessment at IQ.

Knowledge, Practical and Workplace Modules comprise the following competencies.

Knowledge Experience Module	Level	Credits
Freight Forwarding Practice and Procedures Theory	5	20
Compliance and Brokerage Theory	5	12
Warehouse and Distribution Theory	5	5
Environment, Energy Efficiency and Ethics	5	3

Practical Module	Level	Credits
Plan and co-ordinate freight movement of cargo	5	10
Plan and co-ordinate customs clearing, delivery and pickup of cargo	5	8
Prepare and process data/documentation associated with international trade in compliance with applicable and current legislation	5	8
Audit commodities against customs and other statutory requirements	5	10

Apply rebate, drawback and bond facilities	5	10
Prepare documents for receipt, storage and removal of warehoused cargo	5	5
Prepare receipts of cargo to be distributed	5	3

Workplace Modules	Level	Credits
Conduct cargo forwarding processes	5	8
Process customs compliance procedures	5	8
Communication and documentation for warehousing processes and requirements	5	2
Documentation for distribution processes and procedures	3	12

An introduction to Freight Forwarding	5	5%
International freight forwarder and the freight business	5	15%
Organization of the company	5	5%
Basic Principles of finance and accounting	5	10%
Professional organizations	5	5%
General knowledge of transport and related geography	5	15%
Special transport services	5	10%
Cooperation with other service providers	5	3%
Information and communication technologies	5	5%
Logistics and forwarding	5	14%
Transport equipment	5	10%
Transport and accompanying documents	5	3%

Knowledge Module 02

National and international laws and regulations freight operations	5	20%
Managing risks for freight operations	5	20%
Customs tariff Classification	5	20%
Basic Supply Chain Management	5	20%
Basic principles of insurance	5	20%

Introduction to warehousing and distribution operations	5	10%
Construction layout and Safety	5	20%
Basic Concepts of Physical Distribution Systems	5	35%
Administration and Documentation for Warehousing	5	35%

Knowledge Module 04

Theories and principles of relevant environmental sustainability requirements	5	30%
Concepts, theories and principles of energy efficiency	5	30%
Theories, concepts and principles of ethics	5	40%

Practical Module 01

Open and process shipping file for a cargo	5	Credits 10
Administer cost, responsibility and risk in accordance with chosen international commercial terms (incoterms)	5	
Prepare estimation and costing of freight movement	5	

Practical Module 02

Plan and coordinate freight movement	5	Credits 8
Comply with customs clearing requirements	5	
Coordinate delivery and pickup of cargo	5	

Practical Module 03

Validate client information	5	Credits 8
Assess and apply valuation criteria	5	
Assess and apply tariff classification processes	5	
Assess and apply prohibition and restriction processes	5	
Process clearance in accordance with clearing instructions	5	
Submit to SARS, Customs	5	
Receive SARS response	5	

Practical Module 04

Select files and data in accordance with audit criteria	5	Credits 10
Audit documentation/data for error specific to audit criteria	5	
Compare criteria to technical information and report findings	5	
Advise on rehabilitative action or and course of action in order to achieve revenue return	5	
Record and action in accordance with client instruction	5	

Practical Module 05

Register and administer the bond facility	5	Credits 10
Register and administer the rebate facility	5	
Apply and administer for refund/ drawback facility	5	

Practical Module 06



Practical Modules Breakdown

Verify compliance of incoming and outgoing goods to industry related regulations and best practice	5	Credits 5
Generate documentation or data notification to warehouse regarding incoming and outgoing cargo/ goods	5	
Place/ store cargo according to physical attributes	5	

Practical Module 07

Verify compliance of incoming and outgoing goods to industry related regulations and best practice	5	Credits 3
Generate documentation or data notification to distribution facility regarding incoming and outgoing cargo/ goods	5	
Place/ store cargo according to physical attributes	5	

Workplace Modules

Workplace Modules Breakdown

Plan and co-ordinate freight movement of cargo	5	Credits 8
Work in the registration section for a week to open and process shipping file for a cargo	5	
Process insurance cover and claim for a cargo	5	
Co-ordinate customs clearing procedures for cargo	5	

Workplace Modules

Administer data/documentation procedures and processes associated with international trade in compliance with applicable and current legislation	5	Credits 8
Implement tariff classification, customs valuation and calculate duties and taxes	5	

Workplace Modules

Process warehousing documentation	5	Credits 8
Coordinate storage and movement of cargo to warehouse	5	

Workplace Modules

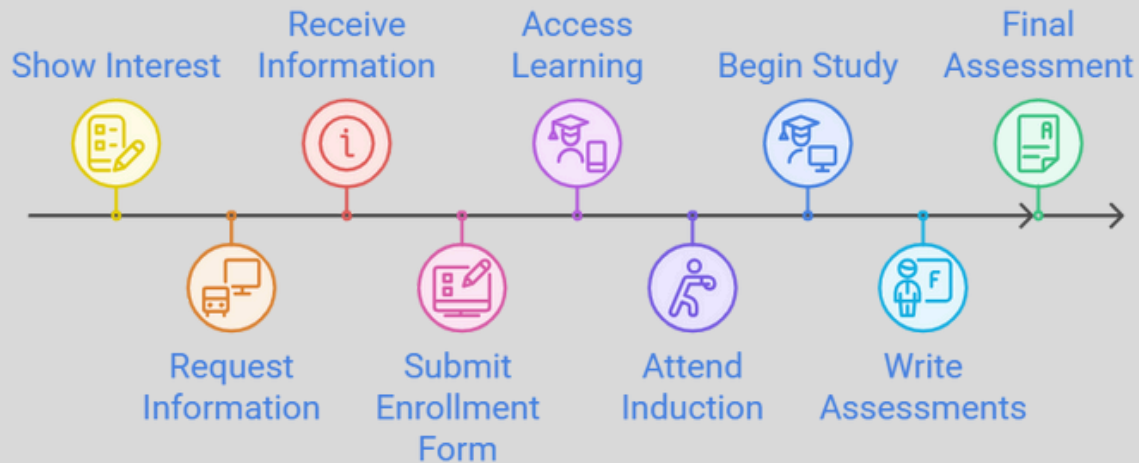
Co-ordinate documents and movement of cargo for distribution of cargo	5	Credits 8
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Customer Journey

Enrollment and Completion Process for IQ Programmes



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Our Commitment to Your Success: Responsibilities to Our Learners from Enrolment

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- Flexible, Engaging Learning
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